

# Bexar County Master Gardeners

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**SUBJECT:** F-15 – Speaker Compensation

**POLICY:**

The Bexar County Master Gardeners (BCMG) Board of Directors authorizes the Education Committee to provide various types of compensation to the monthly meeting speakers, such as a token of appreciation, travel-related reimbursement, speaker's fee, or an honorarium.

**PROCEDURE:**

The Education Committee has the responsibility to research and select appropriate speakers for the BCMG monthly meetings.

Any proposed compensation for a speaker may be authorized by the Education Committee Chair if it falls within the guidelines below and is within the allowed budget, without additional approval from the Board of Directors.

**Guidelines for Compensation:**

BCMG members may not be offered any form of compensation. AgriLife employees may be offered a gift or gift card valued at no more than \$50. Non-members and non-employees may be offered compensation valued at no more than \$100 in the form of a gift, gift card, travel reimbursement, honorarium, or fee payment.

The individual responsible for acquiring the gift, gift card, or payment should submit a properly approved Check Request Form or an Expense Reimbursement Form to the Office Manager. The Check Request Form may be made out to the individual acquiring the gift or gift card or to the speaker if an honorarium or fee is being paid. Payment may be in the form of a check or electronic payment.

**RATIONALE:**

This policy recognizes that Bexar County Master Gardeners will occasionally incur costs associated with securing monthly speakers or have a desire to provide a token of appreciation.

**DATE APPROVED:** 9 September 2021

**DATE REVIEWED:**